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**From:** McGuire, Thomas M (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=THOMAS.M.MCGUIRE]  
**Sent:** 7/11/2011 7:55:54 PM  
**To:** Han, Linda (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Linda.Han]  
**CC:** Connolly, Grace (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Grace.Connolly]  
**Subject:** RE: follow up from yesterday  
**Attachments:** RIF Template-july 2011.xls; FY12 budget impacts-july 2011 BLS 7-11-11.doc

Hi Linda,

Here is the template. Please review the budget impact statement and make any changes you feel appropriate.

Thanks

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**From:** Han, Linda (DPH)  
**Sent:** Monday, July 11, 2011 2:06 PM  
**To:** McGuire, Thomas M (DPH)  
**Subject:** FW: follow up from yesterday

Hi Tom:

Do you have an impact statement? I just spoke to grace – she's not sure if she'll be back tomorrow but said it'd be OK for me to submit without her.

Thanks,  
Linda

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**From:** McGuire, Thomas M (DPH)  
**Sent:** Wednesday, July 06, 2011 4:26 PM  
**To:** Han, Linda (DPH)  
**Subject:** FW: follow up from yesterday

Hi Linda,

The RIF template is due for the lab, however the impact needs to be done. Wasn't there some verbiage from the last time we did this that could be used? I went looking but can't seem to find it. On the print shop I have a question for Grace on it so I will complete that when she is back from vacation. Let me know if you have any questions.

Thanks

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**From:** ValdesLupi, Monica (DPH)  
**Sent:** Wednesday, July 06, 2011 9:38 AM  
**To:** Collins, Debora (DPH); Akers, Sandra (DPH); Tallman, Derrick (DPH); Romary, Paul (DPH); Chmiel, Katherine (DPH); Auerbach, John (DPH); Bartlett, Cheryl (DPH); Benham, Ron (DPH); Biondolillo, Madeleine (DPH); Botticelli, Michael (DPH); Clark, Mary (DPH); Condon, Suzanne (DPH); Cranston, Kevin (DPH); Delaney, Daniel (DPH); Dyke, Edmund (DPH); Epstein, Andy (DPH); Foltz, Carol (DPH); Golden, Kristin (DPH); Han, Linda (DPH); Johnson, Dennis (DPH); Levin, Donna (DPH); Maffei, Elizabeth (DPH); Manley, Jennifer (DPH); Okeefe, Jerry (DPH); Riley, Stancel (MED); Simpson May, Georgia (DPH); Smith, Lauren (DPH); Wilkinson, Geoff (DPH)  
**Cc:** Crimmins, Amelia (MED); Crowley, Lisa (EHS); Ditocco, Jill (DPH); Dooley, Jacqueline (DPH); Hachey, Mike (DPH);

Jose, Maricel (DPH); Kingston, Benjamin (DPH); Luckey, Carey (DPH); McSheffery, Christina (DPH); Nash, Rose (DPH);

Niemi, Kristen (DPH); Plante, Gerard (DPH); Stafford, Vernall (DPH); Wallace, Cynthia (DPH); Walsh ,Stephen (DPH)

**Subject:** follow up from yesterday

Hi all,

Yesterday, John asked everyone to wrap up work on contract reductions/eliminations within the next two weeks. I've attached 2 docs for you to complete:

- a. RIF template: some bureau directors mentioned that they would need to do RIFs based on the conference committee budget., e.g., Lab. Please complete this template if you need to do RIFs based on the state and/or federal budget reductions
- b. Description of impact of cuts to contracts: please complete this if you will be reducing or termination contracts. In recent years, we've worked with POS to coordinate sending a single letter to vendors which outlines combined cuts from our various programs with a goal of streamlining the written communication that they receive from DPH.

I know that several staff are on vacation, but hope that you can complete both documents within the next week. Please return to me, Debbie, and Geoff Wilkinson by next Wednesday, 7/13.

Thanks,

Monica

**Monica Valdes Lupi, JD, MPH**

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